## 2014 Clarification Process for Districts reporting less than 100% compliance in data collections for State Performance Plan Indicator 13

- 1. TEA returns data to the District after SPP application close date of August 29, 2014
- 2. District Certifier receives email notification of returned data
- District Certifier reviews district and student level data. If data entry error is identified (inaccurate data was submitted) proceed to Section 1: Clerical Error Correction Process. If data entry is correct (accurate data was submitted) proceed to Section 2: Indicator Compliance Corrections Clarification Process.

## Section 1: Clerical Error Correction Process

- 1. District Certifier accesses the Data Entry screen; and
  - a. browses the student names
  - b. selects the appropriate student
  - c. applies correction data
  - d. completes the Explanation field with details about the correction
  - e. repeat process for each student where data is found to contain clerical errors
- 2. After correcting all clerical errors, District Certifier proceeds to Additional Information section; and
  - a. indicates yes or no of whether there is need to provide clarification . [NOTE: for data containing both clerical errors and accurate data that did not meet indicator compliance requirements, the District Certifier should check "Yes, I have clarifications.....". See Section 2: Indicator Compliance Corrections Clarification Process]
  - b. clicks the Save button.
  - c. access the Campus Admin screen to make assurances and submit
  - d. access the District Admin screen to review and consent to the Assurance statements and the Certification statement by checking each box (required).
- 3. District Certifier must click the Certify button to submit the updated district data to TEA no later than September 15, 2014.

## Section 2: Indicator Compliance Corrections Clarification Process

- District Certifier accesses the Data Entry screen and indicates "Yes, I have clarifications.....", and provides clarification by completing the student data fields <u>only</u> if the district feels it can demonstrate correction of the indicator compliance requirements under Prong 1 and Prong 2 criteria.
- Clarification is provided <u>only</u> for each instance (student) where the indicator compliance requirement was completed, although late.
- 3. District Certifier completes the following as appropriate;
  - a. click the Save button after completing each student data field.
  - b. click the Expand button to review all clarification entries.
  - c. edit data and re-save entry if necessary.
  - d. access the Campus Admin screen to make assurances and submit
  - e. access the District Admin screen to review and consent to the Assurance statements and the Certification statement by checking each box (required).
- 4. District Certifier must click the Certify button to submit the updated district data to TEA no later than September 15, 2014.